

VOSH PROGRAM DIRECTIVE: 14-411A

ISSUED: 01 May 2018

<u>Subject</u>	Process Safety Management (PSM) Covered Chemical Facilities National Emphasis Program
<u>Purpose</u>	CHANGE II: This Directive transmits to field personnel a description of an OSHA National Emphasis Program (NEP) for inspecting all Virginia facilities with highly hazardous chemicals (HHCs) in amounts at or greater than the threshold quantities listed in §1910.119, including petroleum refineries . CHANGE I: This Directive transmits to field personnel policies and procedures for a National Emphasis Program (NEP) to reduce or eliminate the workplace hazards associated with the catastrophic release of highly hazardous chemicals. This NEP does not apply to Petroleum refineries (NAICS 32411). <i>This Program Directive is an internal guideline, not a statutory or regulatory rule, and is intended to provide instructions to VOSH personnel regarding internal operation of the Virginia Occupational Safety and Health Program and is solely for the benefit of the program. This document is not subject to the Virginia Register Act or the Administrative Process Act; it does not have general application and is not being enforced as having the force of law.</i>
<u>Scope</u>	This Directive applies VOSH-wide.
<u>Reference</u>	CHANGE II: OSHA Instruction CPL 03-00-021 (01 January 2017) CHANGE I: OSHA Instruction CPL 03-00-014 (29 November 2011)
<u>Cancellation</u>	VOSH PD 14-411 (01 August 2012)
<u>Effective Date</u>	CHANGE II: 15 April 2018 CHANGE I: 01 August 2012
<u>Expiration Date</u>	Not Applicable – remains in effect until cancelled or superseded.
<u>Action</u>	Directors and Managers shall ensure that field personnel understand and comply with the policies and procedures established in this Directive and that they are uniformly administered.

C. Ray Davenport
Commissioner

Distribution:	Commissioner of Labor and Industry Assistant Commissioner VOSH Directors and Managers VOSH DLS and OIS Staffs	Consultation Programs Manager VOSH Compliance & Cooperative Programs Staffs OSHA Region III & OSHA Norfolk Area Offices
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When the guidelines, as set forth in this Program Directive, are applied to the Commissioner of the Department of Labor and Industry and/or to Virginia employers, the following federal terms if, and where they are used, shall be considered to read as below:

<u>Federal Terms</u>	<u>VOSH Equivalent</u>
OSHA	VOSH
Federal Agency	State Agency
Agency	Department
Regional Administrator	Assistant Commissioner
Area Director	Regional Director VOSH Program Director
Regional Solicitor	Attorney General or VOSH Division of Legal Support (DLS)
Office of Statistics	VOSH Research and Analysis
29 CFR	VOSH Standard
Compliance Safety and Health Officer (CSHO)	CSHO
 <u>OSHA Instructions:</u>	
CPL 02-02-045 (Revised) –Process Safety Management Of Highly Hazardous Chemicals – Compliance Guidelines And Enforcement Procedures – Appendix A – PSM Audit	02-054A, Process Safety Management of Highly Hazardous Chemicals, 1910.119 – Inspection Procedures and Interpretative Guidance (08/01/99), or its successor
ADM 02-00-160, Field Operations Manual (FOM), (08/02/16)	02-001G, VOSH Field Operations Manual (FOM), (10/01/13), or its successor
CPL 02-00-025 – CPL 2.25I – Scheduling System for Programmed Inspections (01/04/95)	02-051A, Scheduling System for Programmed General Schedule Inspections (02/22/90), or its successor
CPL 02-01-037 (CPL 2-1.037), Compliance Policy for Emergency Action Plans and Fire Prevention Plans (07/09/02)	02-013, Compliance Policy for Emergency Action Plans and Fire Prevention Plans (04/01/03), or its successor

CPL 02-00-094 (CPL 2.94), OSHA Response to Significant Events of Potentially Catastrophic Consequences (07/22/91)

CPL 02-00-051, Enforcement Exemptions and Limitations Under the Appropriations Act, Most Current Version

02-020, VOSH Response to Significant Events of Potentially Catastrophic Consequences (01/15/94), or its successor

02-003R, VOSH Procedures to comply with OSHA Enforcement Exemptions and Limitations under the Federal Appropriations Act, OSHA Instruction CPL 2-0.51J, [when inspecting employers with ten or fewer employees]; Revision of Appendix A (05/01/17), or its successor

Summary

This Directive provides guidance to the Occupational Safety and Health Administration's (OSHA's) national, regional, area, and State Plan offices for implementing and conducting an NEP to reduce or eliminate workplace hazards associated with the catastrophic release of highly hazardous chemicals at facilities covered, including petroleum refineries, by OSHA's Process Safety Management of Highly Hazardous Chemicals (PSM) standard, §1910.119. VOSH, however, is not participating in the inspections of petroleum refineries. Both programmed and unprogrammed inspections associated with this NEP will begin immediately in all regions.

Significant Changes

This Directive describes an updated initiative by OSHA. Under the previous related instructions, OSHA conducted inspections of facilities covered by OSHA's PSM standard either through an instruction specific to petroleum refineries or an instruction related to all other PSM-covered chemical facilities related to all other PSM-covered chemical facilities, excluding petroleum refineries.

Should Regional Directors decide to expand a CHEM NEP inspection, inspection resource tools have been added to assist compliance safety and health officers (CSHOs).

Inspection targeting sources have been added to include the Environmental Protection Agency's Risk Management Plan (EPA RMP) Program Levels 1 and 2 processes.

This Directive also clarifies that targeting of explosive manufacturing includes pyrotechnic manufacturing facilities.

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I. Purpose

This Directive describes an OSHA National Emphasis Program (NEP) for inspecting facilities with highly hazardous chemicals (HHCs) in amounts at or greater than the threshold quantities listed in §1910.119.

Programmed¹ inspections will be conducted in facilities that are known to or believed to have a risk of catastrophic releases of HHCs. Unprogrammed² inspections will take place in PSM-covered facilities as described in this Directive.

II. Scope

This Directive applies OSHA-wide.

III. References

- A. Federal Register, Volume 57, Number 36, pages 6355 to 6417 (including Preamble), February 24, 1992, *Final Rule, Process Safety Management (PSM) of Highly Hazardous Chemicals, 29 CFR 1910.119; Explosives and Blasting Agents standard, 29 CFR 1910.109.*
- B. CPL 02-02-045 (Revised) - Process Safety Management of Highly Hazardous Chemicals -- Compliance Guidelines and Enforcement Procedures, September 13, 1994. [**See also**, VOSH PD 02-054A, *Process Safety Management of Highly Hazardous Chemicals, 1910.119 – Inspection Procedures and Interpretative Guidance (08/01/99)*]
- C. §1910.106, *Flammable and Combustible Liquids*
- D. §1910.146, *Permit-Required Confined Spaces*
- E. §1910.147, *The Control of Hazardous Energy (Lockout/Tagout)*
- F. Part 1910, *Subpart I, Personal Protective Equipment*
- G. §1910.307, *Hazardous (Classified) Locations*
- H. OSHA Instruction CPL 02-00-160, *Field Operations Manual (FOM)*, August 2, 2016. [**See also**, VOSH Program Directive 02-001G, *VOSH Field Operations Manual (FOM)(10/01/03, or its successor)*]

¹ Programmed inspections are defined in CPL 02-00-160 *Field Operations Manual* as “inspections of worksites which have been scheduled based upon objective or neutral selection criteria.”

² Unprogrammed inspections are defined in CPL 02-00-160 *Field Operations Manual* as “inspections scheduled in response to alleged hazardous working conditions that have been identified at a specific worksite.”

- I. OSHA Instruction ADM 03-01-005, *OSHA Compliance Records*, August 3, 1998.
- J. CPL 02-00-025 -- CPL 2.25I -- *Scheduling System for Programmed Inspections*, January 4, 1995.
- K. Regional Administrators Memorandum: *Establishment-Targeting Lists for Emphasis Programs*, OSHA, November 12, 2014.
- L. OSHA Instruction ADM 04-00-001, *OSHA Safety and Health Management System*, May 23, 2011.
- M. OSHA Instruction CPL 02-01-037 (CPL 2-1.037), *Compliance Policy for Emergency Action Plans and Fire Prevention Plans*, July 9, 2002. [See also, *VOSH Program Directive 02-013, Compliance Policy for Emergency Action Plans and Fire Prevention Plans (04/01/03)*].
- N. OSHA Instruction CPL 02-00-094 (CPL 2.94), *OSHA Response to Significant Events of Potentially Catastrophic Consequences*, July 22, 1991. [See also, *VOSH Program Directive 02-020, VOSH Response to Significant Events of Potentially Catastrophic Consequences (01/15/94)*].
- O. OSHA PSM Safety and Health Topics Index webpage.
- P. *Accidental Release Prevention Requirements -- Risk Management Programs Under the Clean Air Act*, U.S. Environmental Protection Agency's (EPA) standard, 40 CFR Part 68, Chemical Accident Prevention Provisions.
- Q. Guidance for Facilities on Risk Management Programs (RMP), U.S. Environmental Protection Agency (EPA).
- R. OSHA Instruction CPL 02-00-051, *Enforcement Exemptions and Limitations Under the Appropriations Act*, Most Current Version [See also, *VOSH Program Directive 02-003R, VOSH Procedures to comply with OSHA Enforcement Exemptions and Limitations under the Federal Appropriations Act, OSHA Instruction CPL 2-0.51J [when inspecting employers with ten or fewer employees]; Revision of Appendix A (05/01/17), or its successor*].
- S. Chemical NEP Dynamic Lists, PSM OSHApedia Extranet website.
- T. OSHA Instruction CPL 03-00-010, *Petroleum Refinery Process Safety Management National Emphasis Program*, August 18, 2009.
- U. *Appendix A - Static List of Inspection Priority Items (IPI); Petroleum Refinery Process Safety Management National Emphasis Program*, CPL 03-00-010.

- V. *CPL 02-02-045 (Revised) -- Process Safety Management of Highly Hazardous Chemicals -- Compliance Guidelines and Enforcement Procedures -- Appendix A – PSM Audit Guidelines. [See also, VOSH Program Directive 02-054A, Process Safety Management of Highly Hazardous Chemicals, 1910.119 – Inspection Procedures and Interpretative Guidance (08/01/99), or its successor.*
- W. Guidelines for Hazard Evaluation Procedures (3rd Edition), *Appendix B -- Supplemental Questions for Hazard Identification*; American Institute of Chemical Engineers -- Center for Chemical Process Safety.

IV. Cancellations.

CPL 03-00-014, *PSM Covered Chemical Facilities National Emphasis Program*, issued November 29, 2011 [VOSH PD 14-411, *PSM Covered Chemical Facilities National Emphasis Program (08/01/12)*].

V. Significant Changes.

This Directive describes an updated initiative by OSHA. Under the previous related Directive, inspections of facilities covered by the PSM standard were conducted through a Directive related to all other PSM-covered chemical facilities, excluding petroleum refineries.³ This Directive is applicable to all PSM-covered facilities, excluding petroleum refineries.

NEP inspections conducted at petroleum refineries will be conducted in the same manner as NEP inspections conducted at all other facilities covered by this Directive.

Should regional directors decide to expand a *PSM-Covered Chemical Facilities National Emphasis Program* (CHEM NEP) inspection, inspection resource tools have been added to assist CSHOs. Inspection targeting sources have been added to include EPA RMP Program 1 and Program 2 processes. This Directive also clarifies that targeting explosive manufacturing includes pyrotechnic manufacturing facilities.

³ CPL 03-00-014, *PSM Covered Chemical Facilities National Emphasis Program*, OSHA, November 29, 2011

VI. Application.

VOSH compliance officers shall follow the procedures contained in this Directive when inspecting the facilities selected under this NEP.

VII. Background.

OSHA promulgated the PSM standard in 1992 in response to a number of catastrophic incidents that occurred worldwide.⁴ These incidents spurred broad recognition that handling Highly Hazardous Chemicals (HHCs) could lead to incidents that may occur infrequently but, due to their catastrophic nature, often result in multiple injuries and fatalities.

On September 28, 1992, OSHA issued instruction CPL 02-02-045 (Revised), Process Safety Management of Highly Hazardous Chemicals – Compliance Guidelines and Enforcement Procedures [See *VOSH PD 02-054A (08/01/99)*]. CPL 02-02-045 established policies, procedures, clarifications, and compliance guidance for enforcement of the PSM standard. The instruction acknowledged that Program Quality Verification (PQV) inspections were resource-intensive and, therefore, OSHA would perform only a limited number each year. Consequently, very few PQV inspections have been conducted since OSHA issued CPL 02-02-045 [See *VOSH PD 02-054A*].

OSHA implemented a PSM NEP for petroleum refineries in June 2007 and an update in August 2009 (Refinery NEP). This NEP resulted in the inspection of all eligible [i.e., non-Voluntary Protection Program (VPP)] petroleum refineries in OSHA's Federal jurisdiction. Utilizing the refinery NEP inspection program, OSHA identified a significant number of hazards that required abatement by employers. OSHA found that the inspection methodology specified by the Refinery NEP required significant resources for each inspection conducted. The Refinery NEP ended in 2011 in areas under Federal jurisdiction.

In July 2009, OSHA implemented a pilot NEP for PSM-covered chemical facilities. The pilot outlined a modified approach for inspecting PSM-covered facilities that allowed for a greater number of inspections by better allocation of OSHA resources. The pilot proved to be effective in increasing the number of PSM facilities inspected while at the same time limiting the resources required for each inspection.

After a review of the pilot NEP, OSHA implemented the CHEM NEP in November 2011, and VOSH implemented a comparable program directive in 2012. This NEP applied to all non-VPP PSM-covered processes, except for petroleum refineries. Like the pilot, it employed an inspection methodology that better allocated resources, thereby allowing for a greater number of inspections.

⁴ Process Safety Management of Highly Hazardous Chemicals, 29 CFR 1910.119, Preamble: Section 1– I. Background

OSHA has continued to find a substantial number of hazards at facilities that are inspected under the CHEM NEP. Since 2010, the OSHA has issued 69 significant enforcement cases to chemical facility employers inspected under the CHEM NEP. VOSH has had 16 enforcement cases under CHEM NEP since August of 2014. During the same period, OSHA issued 24 significant enforcement cases to petroleum refinery employers. Petroleum refineries also have experienced numerous fatal and/or catastrophic process related incidents since 2010.

VIII. Acronyms and Abbreviations.

AD – Area Director (OSHA)

AO – Area Office (OSHA)

CHEM NEP or NEP -- PSM Covered Chemical Facilities National Emphasis Program

CSHO – Compliance Safety and Health Officer

DEP – Directorate of Enforcement Programs (OSHA National Office)

DSG – Directorate of Standards and Guidance (OSHA National Office)

DTE – Directorate of Training and Education (OSHA National Office)

DTSEM -- Directorate of Technical Support and Emergency Management (OSHA National Office)

EPA -- U.S. Environmental Protection Agency

FOM – Field Operations Manual

HAZWOPER – Hazardous Waste Operations and Emergency Response

HHC – Highly Hazardous Chemical

HRT – Health Response Team

IMIS – Integrated Management Information System

LEL – Lower Explosive Limit

OCA – Off-site Consequence Analysis

OCPSEI – Office of Chemical Process Safety and Enforcement Initiatives (OSHA National Office - doc)

OIS – OSHA'S Information System (OIS)

OSA – Office of Statistical Analysis (OSHA National Office - Directorate of Technical Support and Emergency Management)

OTI - OSHA Training Institute (OSHA National Office - Directorate of Training and Education)

NAICS – North American Industrial Classification System

NEP – National Emphasis Program

NO – National Office (OSHA)

RA – Regional Administrator (OSHA)

RD – Regional Director

RMP – Risk Management Plans (U.S. EPA)

RO – Regional Office (OSHA)

SLTC- Salt Lake City Technical Center

SRT – Specialized Response Team

IX. Program Procedures

A. Programmed Inspection Site Selection.

1. Targeting Sources.

2. OSHA will use four sources for targeting:
 - a. EPA Chemical Accident Prevention Provisions, Program 1, Program 2 and Program 3 RMP operator/employer submittals;
 - b. Explosives and pyrotechnics manufacturing NAICS codes;
 - c. OSHA's Integrated Management Information System (IMIS) and OSHA's Information System (OIS) databases for establishments with prior OSHA PSM citations; and
 - d. OSHA Area Office knowledge of local facilities.

3. Facility Identification and Master List Generation:
 - a. Facility identification and master targeting list generation will follow the regional administrators memorandum - *Establishment-Targeting Lists for Emphasis Programs*, (See PSM OSHApedia Extranet Website), where not otherwise addressed below.
 - b. OSHA's National Office (NO) will use the following procedure to create the National PSM Covered Chemical/Refining Targeting List:
 - DEP will obtain a list of facilities that submitted EPA Program 1, Program 2, and 3 RMPs;
 - OSA will provide DEP with a list of facilities identified in the IMIS or OIS databases as having been previously cited under PSM with an issuance date between January 1, 2000 through September 30, 2015;
 - OSA will provide DEP with a list of facilities with NAICS and/or SIC codes identified as explosives and pyrotechnics manufacturing.
 - c. DEP will combine these lists and sort them into five lists:
 - Category 1 – Facilities with NAICS Codes likely to have ammonia used for refrigeration as the only HHC;
 - Category 2 – NAICS 32411 or 324110, Petroleum Refineries, **VOSH is not inspecting Petroleum Refineries;**
 - Category 3 – NAICS 325, Chemical Manufacturing;

- Category 4 - NAICS Codes for facilities that are likely PSM covered but not Category 1, Category 2, or Category 3.
- d. OSA will provide each region with an **initial** master list for their jurisdiction. Based on their familiarity with local facilities, regional offices (or at the discretion of the Regional Office, this list can be compiled by the Regional Director shall:
- Add any facility that is not on the national list, but are known by the Regional Office to operate in their jurisdiction, and are known as likely to be PSM-covered.
- Regional offices shall note that because EPA's RMP and OSHA's PSM cover different chemicals, the national list may be missing PSM covered facilities – particularly those that use flammable liquids. Therefore, regional or area offices shall add any listed facility that based on local knowledge is likely to be PSM-covered.
- Mark for deletion any facility that is known to be out of business, documenting the basis for such determinations;
 - Mark for deletion any facility that is an approved participant in OSHA's VPP or OSHA Consultation's Safety and Health Achievement Recognition Program (SHARP); and
 - Mark for deletion any facility that has already received an inspection under the CHEM NEP in the last three years since the opening conference date of the last inspection. Include the inspection number and opening conference date of the prior inspection.
- e. The regional office must retain the lists for three (3) years after the completion of all inspections conducted under this Directive. (*See OSHA Instruction OSHA Compliance Records, ADM 03-01-005.*) Note: the Regional Office may choose to have the lists maintained and retained at the Region's discretion.
- f. The National Office (NO) will provide the region with updated master lists upon request, but not more frequently than on an annual basis.

4. Inspection Scheduling.

- a. Regions will initiate programmed inspections upon the effective date of this Directive.

b. The National Office (NO) will compile and randomize the final master lists. To ensure that inspections are appropriately allocated across all hazardous processes, programmed inspections will be apportioned to five (5) categories as listed below:

- Category 1 - approximately 25 percent of the total programmed inspections;
- Category 2 - the Agency's annual goal is set in section IX.A.3.b above. The goal will be allocated across regions.
- Category 3 Master List programmed inspections - approximately 45 percent of the total programmed inspections; and
- Category 4 Master List programmed inspections - approximately 30 percent of the total programmed inspections.

The number of required inspections under this Directive is set for the region by the VOSH Safety Director, who will allocate assignments to the regional offices to meet their required annual number of inspections per the target category percentages. Once the regional office is assigned the number of inspections to be completed, it **must** select and inspect establishments in the random order provided on their final master lists with the same options available as used by the general inspection schedule. One of the options, for example, is the Regional Director may select the first three establishments on the master list, sorted by ascending random number as a first cycle of three establishments. The Regional Director can then inspect those three establishments in any order, but must finish the cycle prior to beginning a second cycle. Once the first cycle is complete, the area office can inspect the next three establishments on the randomized master list as its second cycle.

If a region has not completed inspecting all the facilities on its master lists from the prior CHEM NEP instruction, the Regional Director will discontinue any further inspections scheduled from the prior instruction and use the final master lists that have been developed for the update to this Directive.

B. Programmed and Unprogrammed Inspections.

1. **Programmed Inspections.**

Programmed inspections will be initiated using this Directive. Some establishments with PSM-covered processes may also be selected for inspection

based on instructions provided in other national emphasis programs/local emphasis programs.

2. **Unprogrammed Inspections.**

The following guidelines shall be used for all unprogrammed inspection activities related to PSM-covered processes:

a. **Complaint or referral.** If a complaint or referral is received relating to a PSM-covered process and it:

- *Involves an application of the PSM standard* -- the Regional Director shall evaluate the complaint or referral item(s) according to the VOSH FOM and conduct an inspection using this Directive. If the complaint or referral item(s) are initiated due to a complaint or referral related to a contractor employer, inspections of both the contractor and host employer shall be conducted. Normally, the inspection shall be limited to the complaint and referral item(s)/subject(s) and the CHEM NEP dynamic list contractor questions.
- *Does not involve an application of the PSM standard (for example, there is a complaint about fall protection hazards in a PSM-covered process)* - the inspection or inquiry will normally be limited to the complaint and referral item(s)/subject(s). However, if the facility has not already been inspected using this Directive, a concurrent inspection using this NEP may be conducted at the Regional Director's discretion.

b. **Accidents and Catastrophes.** In addition to this Directive's guidelines, responses to accidents and catastrophes in facilities with PSM-covered processes shall follow the guidelines contained in the VOSH FOM, and where appropriate, *VOSH PD 02-020, VOSH Response to Significant Events of Potentially Catastrophic Consequences (01/15/94), or its successor.*

When an accident or catastrophe occurs in a facility that contains a PSM-covered process, and it:

- *Involves an application of the PSM standard* – the inspection will include the accident investigation item(s)/subject(s) and a CHEM NEP inspection using this Directive.
- *Does not involve an application of the PSM standard* - the inspection will normally be limited to the accident investigation item(s)/subject(s). However, if the facility has not already been inspected using this Directive, a concurrent Chemical NEP inspection

using this Directive may be conducted at the Regional Director's discretion.

VPP sites are subject to CHEM NEP inspections that are initiated by an unprogrammed activity.

C. Inspection Resources.

Appropriate levels of staff experience, training and preparation are essential for compliance activities relating to the PSM standard. Inspections using this NEP may be conducted by either a single VOSH employee or a team.

[RESERVED]

1. Utilization of Other OSHA Technical and Enforcement Resources.

CSHOs and other inspection team members shall fully utilize Regional Office (RO) and National Office (NO) (DEP, DSG, and DTSEM) technical and enforcement support resources when making decisions about compliance or noncompliance.

Regional Offices may include technical experts from the Health Response Team (HRT) in OSHA's Salt Lake City Technical Center (SLTC), or VOSH's contract laboratory, as circumstances warrant. The HRT has expertise in areas of industrial hygiene, chemical, biological, radiation, toxicology, equipment failure, and engineering inspection support. Sometimes major chemical incidents include collapsed or unstable structures. The HRT coordinates the Specialized Response Team (SRT) that includes experts in collapsed structures that may assist OSHA on-site teams during the early phases of investigations.

When requesting outside resources to assist in inspections, early involvement of these resources is most effective.

2. EPA Risk Management Plan (RMP) Facility Information.

EPA's Risk Management Plan (RMP) rule requires operators (employers) with an RMP-covered process to develop and submit an RMP to EPA. EPA in turn posts this information to its access-limited *RMP Info* database through its EPA Central Data Exchange. CSHOs are encouraged to access this information prior to opening a programmed inspection, and early in the inspection process for unprogrammed inspections. OSHA and State Plan personnel may gain access to EPA's *RMP Info* database. To gain access to *RMP Info*, follow the instructions contained in the PSM OSHApedia Extranet Website, *Instructions for Obtaining Access to EPA's RMP Info Database*.

As most RMP facilities are also covered by OSHA's PSM standard, the specific site's *RMP Info* is a resource that can be helpful for PSM inspections. For instance, *RMP Info* data can be used by CSHOs to determine:

- Whether employers consider themselves to have either an RMP or PSM-covered process (Note: there is a specific element of *RMP Info* that requires operators to state whether their process is covered by PSM);
- Which RMP covered chemicals and quantities are on-site;
- The RMP Program Level the operator assigns and reports, which can give insight into whether the process is PSM-covered or if the operator claims a PSM exemption;
- If there have been any incidents that were required to be reported to the RMP accident database;
- Existing prevention and mitigation measures as reported by the operator; and
- Off-site consequence analysis (OCA) data required of operators (employers) to analyze their RMP-covered process worst-case and alternate case release scenarios of covered chemicals. (Note, OCA data can provide information about potential worker exposures during releases).

To assist in the coordination of enforcement inspections, regional PSM coordinators may contact their local EPA RMP coordinators to share inspection information/results.

3. Industry Reference Material Availability.

In addition to the list of documents found in Appendix D of CPL 02-02-045 (Revised) [See *VOSH PD 02-054A, VOSH Response to Significant Events of Potentially Catastrophic Consequence (08/01/99)*], or its successor, OSHA's PSM Safety and Health Topics Web site lists documents that will be useful for PSM inspections. Furthermore, a list of *References for Chemical and Process Safety* is provided on the PSM OSHApedia Extranet Website. Regional Offices shall consult the Program Director or his/her designated PSM Coordinators, if any, to identify which industry documents are necessary to support their enforcement activities.

Each RO library shall have access to industry reference documents for CSHOs to use during the inspection. CSHOs may also access documents available online through OSHA's Technical Data Center Web site. From this site, CSHOs may access applicable chemical/process safety electronic books, consensus

standards, recommended practices, other industry documents, and other relevant materials.

D. Inspection Process.

1. NEP Inspection Process Differs from PSM CPL PQV Process.

This NEP differs from the program-quality-verification (PQV) approach in PSM CPL 02-02-045 (Revised) [See *VOSH PD 02-054A, VOSH Response to Significant Events of Potentially Catastrophic Consequence (08/01/99), or its successor*]. Inspections conducted using the PDV approach were broad and open-ended, while inspections using this instruction rely on specific investigative questions. The investigative questions are designed to gather facts related to requirements of the PSM standard, and include guidance for reviewing documents, interviewing workers, and verifying full implementation.

2. Emphasis on Implementation over Documentation.

Based on inspection history at refineries and large chemical plants, OSHA has found that employers may have an extensive written process safety management program, but insufficient program implementation. Therefore, CSHOs shall verify the implementation of PSM elements to ensure that the employer's actual program is consistent with the written program.

3. Dynamic List Questions.

CSHOs shall select one or more units and use a dynamic list(s) of questions (referred to in this document as the Dynamic List) to evaluate PSM compliance.

- a. The Directorate of Enforcement Programs (DEP) develops Dynamic Lists for CSHOs to use during CHEM NEP inspections. These lists (*Chemical NEP Dynamic List of Questions*) are periodically updated by DEP and are published to the PSM OSHApedia Extranet Website.
- b. For inspection integrity purposes, OSHA will not publicly disclose the Dynamic Lists. The dynamic lists will only be posted on OSHA's PSM OSHApedia Extranet Website. CSHOs shall download and use the dynamic list(s) denoted as "Effective" at the time of the opening conference. For inspection preparation purposes, DEP will post the dynamic list(s) approximately seven days before they become effective.

Example: If: (1) the most recent dynamic list posted on the PSM OSHApedia Extranet Website has an "Effective Date" of April 17, 2016; (2) the previous Dynamic List has an "Effective Date" of August 1, 2015; and (3) the opening date of the current inspection is April 15, 2016, then the CSHOs will use the August 1, 2015 Dynamic List for the inspection. Reason - the opening date of

the current inspection is before the “Effective Date” of the August 17, 2016 Dynamic List.

Note: Contact DEP if you have difficulty downloading the Dynamic Lists.

- c. CSHOs shall use the PSM OSHApedia Extranet Web site, *CSHO Instructions for the Dynamic Lists*, to determine the dynamic list questions that they shall use to evaluate compliance. This site gives CSHOs information on how to determine the appropriate number and type of dynamic list questions to evaluate based on the nature of the process being inspected.

4. Expanding the Inspection.

If, during the compliance evaluation, CSHOs determine that: (1) PSM deficiencies may exist outside the selected unit(s) or dynamic list questions, or (2) the number of deficiencies identified through the dynamic list evaluation process is substantial, the inspection may be expanded after consultation with the Regional Director. CSHOs shall document the basis for this determination.

CSHO’s may also expand the scope of the inspection in accordance with the procedures in the VOSH FOM, Chapter 5.I.B.

CSHOs may address obvious and other plain view hazardous conditions without requesting an expansion of the inspection. The intent of this provision is to limit the inspection by not requiring a team leader or CSHO to expand an inspection for every obvious and plain view hazardous condition that they identify. CSHOs shall document how they determined the existence of these hazardous conditions.

CSHOs may expand CHEM NEP inspections after consultation and at the discretion of the Regional Director. If a CHEM NEP inspection is expanded, CSHOs may use, but are not limited to, the following applicable resources to assist them in their inspections:

- Prior Chemical NEP Dynamic Lists of Questions (see PSM OSHApedia Extranet Website - 2.1.3.1 *Prior CHEM NEP Dynamic Lists*);
- *Appendix A – PSM Audit Guidelines* contained in *CPL 02-02-045 (Revised) -- Process Safety Management of Highly Hazardous Chemicals -- Compliance Guidelines and Enforcement Procedures*;
- *Appendix B -- Supplemental Questions for Hazard Identification* contained in *Guidelines for Hazard Evaluation Procedures* (Third Edition), AIChE – Center for Chemical Process Safety (available through OSHA Extranet TDC ebrary Website); or

- Any other inspection resource that CSHOs deem appropriate.

CSHOs shall contact the DEP PSM Team if they have questions related to the applicability of an additional inspection resource that they may use to inspect a selected unit.

5. Inspect Both Host and Contract Employers.

CSHOs shall inspect both the host employer and contract employers, as specified in IX.E.8, below.

6. Review Inspection History and Abatement.

CSHOs shall review all the available inspection history and any abatement verification submitted by the employer for citations resulting from those inspections.

E. Inspection Procedures.

1. Supplemented VOSH FOM Procedures.

The procedures given in the VOSH FOM, Chapter 5, shall be followed except as modified in the following sections.

2. Opening Conference.

Where possible, the facility safety and health director, process safety manager, or other person capable of explaining the company's process safety management program shall be asked to attend the opening conference.

The opening conference shall include the following:

a. Verify Whether the Facility is Covered by the Appropriations Rider.

CSHOs need to determine if the facility to be inspected is covered by the most recent enforcement policy related to the federal Appropriations Act by referring to the federal Appropriations Act by referring to VOSH Program Directive 02-003R (07/01/17), or its successor, VOSH Procedures to comply with OSHA Enforcement Exemptions and Limitations under the federal Appropriations Act if:

- 1) they employ 10 or fewer employees currently and at all times during the last 12 months; and

- 2) the lost workday case rate for its primary NAICS work activity is below the all-industry national average. See VOSH PD 02-003R (07/01/17), or its successor (for listings of primary NAICS work activities that are below the all-industry national average.

If the facility is covered by the Appropriations Rider, the CSHO will curtail the inspection and contact their supervisor to communicate their findings.

- b. Verify PSM Applicability. CSHOs need to confirm that the facility has a PSM-covered process.

- CSHOs shall request a list of the chemicals on site and their respective maximum intended inventories. CSHOs shall review the list of chemicals and quantities, and determine if there are HHCs listed in §1910.119 Appendix A, or flammable liquids or gases at or above the specified threshold quantity; or whether the facility manufactures any quantity of explosives or pyrotechnics.

CSHOs shall ask questions, conduct interviews, and/or conduct a preliminary walkaround, as necessary, to confirm the information on the list of chemicals and maximum intended inventories. If CSHOs determine that there are no Appendix A HHCs, flammable liquids with flashpoints less than 100 degrees Fahrenheit, or flammable gases present in sufficient quantities and the facility is not manufacturing explosives or pyrotechnics, as defined in 1910.109, then, after updating the Regional Director, they shall document their findings and end the inspection.

- CSHOs shall confirm that the facility is not a retail facility, oil or gas well drilling or servicing operation, or normally unoccupied remote facility (§1910.119(a)(2)). If the facility is one of these types of establishments, CSHOs shall document their findings and end the inspection.
- CSHOs shall determine if other exemptions apply. According to §1910.119(a)(ii), a process could be exempt if the employer can demonstrate that covered chemical(s) are:
 - Hydrocarbon fuels used solely for workplace consumption as a fuel (e.g., propane used for comfort heating, gasoline for vehicle refueling), if such fuels are not a part of a process containing another HHC covered by the standard, or
 - Flammable liquids with flashpoints less than 100 degrees Fahrenheit stored in atmospheric tanks or transferred which are

kept below their normal boiling point without the benefit of chilling or refrigeration.

If the employer believes that the process is exempt, CSHOs shall ask the employer to provide documentation or other information that demonstrates why the process is exempt. After reviewing the documentation or other information, if the CSHO believes a question still exists related to PSM coverage, (e.g., the CSHO believes an employer has improperly applied the hydrocarbon fuels exemption when flammable gases that are part of a covered process are used for more than “solely for workplace consumption as fuel”), then the CSHO, through the Regional Director, shall contact their region to resolve the coverage issue. If the region has questions related to PSM-coverage of the site, they shall contact the DEP PSM Team in OSHA’s DEP – OCPSEI.

- CSHOs may ask questions, conduct interviews, or and/or conduct a preliminary walkaround, as necessary, to determine whether any of the PSM exemptions apply. If, at this point, a CSHO determines that the facility is either not covered or covered but exempted, then, after updating the Regional Director, CSHOs shall document their finding and end the inspection. The Regional Director shall inform the CSHOs that the facility is not PSM-covered so that the Regional Director can update the Regional Master List.
- c. During the opening conference, CSHOs shall familiarize themselves with the establishment’s emergency response procedures and emergency alarms.
 - d. CSHOs shall also request that the management representative(s) provide them with an overview of the processes/units at the facility, including block flow and/or process flow diagrams indicating chemicals and processes involved.
 - e. To understand the basics of the employer’s processes and the possible catastrophic scenarios that could occur, the team shall ask the management representative to explain catastrophic release scenarios that might occur and what controls are in place to prevent them from happening.
 - f. During the opening conference, CSHOs shall determine the nature of the PSM-covered process(es) as they might relate to the dynamic lists questions.

CSHOs shall use the *CSHO Instructions for the Dynamic Lists* contained in the PSM OSHApedia Extranet Website to determine which sets of questions to utilize for the type of process being inspected, and also how many questions shall be addressed during the inspection.

- g. Also during the opening conference, CSHOs shall ask whether any workers at the facility are temporary workers who work on or near a PSM-covered process.

3. Documentation to be Requested -- General and Process-Related.

CSHOs shall request access to the documents listed below:

Compliance Guidance: The list below is not intended to limit the type and number of documents to be requested. The OSHA inspection team may request more documents as necessary.

Some requests require the employer to provide a list of information. The intent of first requesting a list versus complete documentation is to limit the amount of documents that the employer may need to produce.

The following tables represent documents typically compiled by employers with PSM-covered processes at their facilities. The PSM standard requires the employer to maintain some, but not all, of these documents. Therefore, the employer may not have all of these documents. Documents specifically required by an OSHA standard or regulation are identified (*). If employers do not have these identified/required documents, then employers may be cited independent of the dynamic list questions. Table 1 identifies documents that shall be requested prior to identifying the Selected Unit(s). Table 2 identifies documents that shall be requested after the selected unit(s) are identified. In some cases, documentation may have been produced by a consultant or contractor.

Table 1 - Documents That Shall Be Requested Prior to Identifying the Selected Unit(s)
<i>OSHA 300 logs for the previous three years for the employer and the process-related contractors*.</i>
<i>All contract employee injury and illness logs as required by 1910.119(h)(2)(vi)*.</i>
<i>A list of all PSM-covered process/units in the complex.</i>
<i>A list of all units and the maximum intended inventories* of all chemicals (in pounds) in each of the listed units. Compliance Guidance: 1910.119(d)(2)(i)(C) requires employers to have process safety information (PSI) for the maximum intended inventories of chemicals that are part of their PSM-covered processes.</i>
<i>A summary description of the facility's PSM program.</i>
<i>Unit process flow diagrams*.</i>
<i>Process narrative descriptions.</i>

<i>Host employer's program for evaluating contract employer's safety information.</i>
<i>Host employer's program/safe work practices for controlling the entrance/exit/work of contractors and their workers in covered process areas.</i>
<i>Emergency Action Plan* (If the employer has 10 or fewer employees they may communicate the plan orally (29 CFR 1910.38(b)) -- i.e., they may not have a written emergency action plan; and Emergency Response Plan* if the facility is also required to comply with 29 CFR 1910.120(q).</i>
<i>Host employer's program for periodically evaluating contractor performance.</i>

Table 2 – Documents That Shall Be Requested After the Selected Unit(s) Are Identified
<i>Piping and instrumentation diagrams (P&IDs) including legends*.</i>
<i>Unit electrical classification documents*.</i>
<i>Descriptions of safety systems (e.g., interlocks, detection or suppression systems)*.</i>
<i>Design codes and standards employed for process*## and equipment*## in the Selected Unit(s).</i>
<i>A list of all workers (i.e., hourly and supervisory) presently involved in operating the Selected Units(s), including names, job titles, work shifts, start date in the unit, and the name of the person(s) to whom they report (their supervisor).</i>
<i>The initial process hazard analysis*(PHA) and the most recent update/redo or revalidation* for the Selected Unit (s); this includes PHA reports*, PHA worksheets*, actions to address findings and recommendations promptly*, written schedules for actions to be completed*, and documentation of findings and recommendations*.</i>
<i>Compliance Guidance: Any PHA performed after May 25, 1987 that meets the requirements of §1910.119(e) may be claimed by the employer as the initial PHA for compliance purposes, see §1910.119(e)(1)(v). Safe upper and lower operating limits for the Selected Unit(s)*.</i>
<i>A list by title and unit of each PSM incident report; all PSM incident reports for the Selected Unit*.</i>
<i>Contract employer's safety information and programs (this will be requested from the host employer after it is determined which contractor(s) will be inspected).</i>
<i>Contractor employer's documentation of contract workers' training, including the means used to verify employees' understanding of the training* (this will be requested from the respective contractor employer(s) after it is determined which contractor(s) will be inspected).</i>
<i>Other documents as specified in the Dynamic Lists.</i>

4. PSM Overview.

Prior to beginning the initial walkaround inspections, the team shall request an explanation of the company's PSM programs including, but not limited to:

- a. A briefing on the PSM program components and how the facility implements them;
- b. Identification by name and position of personnel responsible for implementing the standard's various elements;
- c. A description of company records verifying compliance with standards; and
- d. A review of the written summary description of the PSM program.

5. Personal Protective Equipment (PPE) and Camera/Video Use.

In addition to normal inspection protective equipment (*refer to OSHA Field Safety and Health Manual, ADM 04-00-001*), CSHOs conducting these inspections shall be provided with flame-retardant clothing for protection from flash fires.

- a. CSHOs shall wear flame-retardant clothing in all areas of the plant where there is potential for flash fires and as may be required by company policy.

Clothing made of hazardous synthetic fabrics may melt, causing severe burns, and shall not be worn underneath flame-retardant coveralls. All garments worn under flame-retardant coveralls shall be made of 100% cotton or other non-synthetic fibers.

- b. Prior to any preliminary or initial walkaround inspections, CSHOs shall review the employer's procedures for PPE selection and allowable electronic equipment in the Selected Unit (s) and/or areas of the facility that CSHOs will be inspecting. CSHOs shall ensure that these procedures and the associated PPE selection have been prepared in accord with the PSM standard as well as 1910, Subpart I, *Personal Protective Equipment*. Where flash fires are possible, the facility-required PPE and flame-retardant clothing are the baseline PPE requirements for CSHOs conducting walkaround inspections.
 - If the facility requires a respirator or, in a CSHO's judgment, a respirator shall be worn, then each CSHO must have received proper training and qualification prior to using a respirator.

- For hazardous electrically classified areas, CSHOs shall ensure that all cameras and other electronic devices are intrinsically safe.

Note: *“Intrinsically safe” means that the equipment has an electronic circuit and its wiring will not cause any sparking or arcing and the equipment cannot store sufficient energy to ignite a flammable gas or vapor, and cannot produce a surface temperature high enough to cause ignition. For example, CSHOs may use any camera equipped with a telephoto lens from outside classified areas and/or still film cameras without batteries or a flash.*

If the employer allows the use of non-intrinsically safe cameras or other equipment in hazardous (classified) locations, CSHOs may use this type of equipment when:

- *the employer issues a hot work permit for the use of the camera;*
and
- *continuous combustible gas metering, which has been calibrated prior to use, is provided in the areas where the camera or equipment will be used.*

6. **Initial Walkaround.**

After the opening conference, the inspection may begin with a brief initial walkaround inspection of those portions of the facility within the scope of the PSM standard. During the initial walkaround CSHOs shall:

- a. **Look for differences** between what was presented in the PSM overview discussion and actual conditions;
- b. **Gather information** to aid in the selection of the process unit(s) a.k.a. selected unit(s) to be inspected;
- c. **Obtain a basic overview** of the facility’s operations;
- d. **Observe potential hazards** including, but not limited to, pipe work at risk of impact, corroded or leaking equipment, unit or control room siting and trailer location, relief devices and vents that discharge to atmosphere, and ongoing construction and maintenance activities;
- e. **Solicit input** from workers and their representatives and contract employees concerning potential PSM program deficiencies.

Compliance Guidance: Additional walkaround activity will be necessary after the Selected Unit(s) is identified. (See section E.7., below.)

7. Selection of Unit.

The team leader shall select a PSM-covered process or processes to evaluate for compliance with the standard. For large, continuous processes, the team leader may select a portion of the covered process -- for example, a unit operation within the covered process. The selected process or portion thereof shall be referred to as the selected unit.

Team leaders may select more than one unit if they feel it is necessary to get a representative sample of the facility's covered processes based on its size and complexity. The selection shall be based on the factors listed below, and shall be documented in the case file:

- b. If the establishment has more than one PSM-covered process or process unit, then the selected unit or units should be different than a selected unit from a prior CHEM NEP inspection. If all the PSM-covered processes or process units have been Selected Units during past CHEM NEP inspections, then the team leader may initiate an inspection on a previously inspected selected unit.

Notwithstanding the above, if in the opinion of the team leader, in lieu of inspecting low risk processes that have yet to be inspected under the CHEM NEP, the team leader may select other higher risk covered processes that have previously been inspected. See criteria listed immediately below to assist in determining higher risk covered processes:

- c. Nature and quantity of chemicals involved, *e.g.*, risk of releasing flammables, high toxicity substances present, high operating pressures and temperatures
- d. Incident investigation reports, near-miss investigation reports, emergency shutdown records, and other history
- e. Lead operator's input
- f. Age of the process unit
- g. Factors observed during the walkaround
- h. Worker representative input
- i. Number of workers present

- j. Current hot work, equipment replacement, inspection, test and repair records, or other maintenance activities
- k. Compliance audit records, including open and pending items
- l. List of contractors

Compliance Guidance: It is not intended that the unit selection be a resource-intensive activity. The criteria listed above are intended to be used as a guide. Team leaders shall attempt to identify the most hazardous process using these criteria; however, they can use discretion in choosing the selected unit.

8. Inspection of Contractors and Temporary Workers.

- a. If the facility is using contractors in PSM covered operations:

All contractors, including subcontractors, working on or adjacent to the selected unit shall be inspected as per the Programmed Inspection section in this Directive (*IX.B.1, above*). If an inspection is initiated as a result of an unprogrammed activity, contractors shall be inspected as per the Unprogrammed Inspection section in this Directive (*IX.B.2, above*).

CSHOs shall use the applicable questions in the current Chemical NEP Dynamic List of Questions; General List -- Host and Contract Employer Questions (Required) (*See PSM OSHApedia Extranet Website*) when evaluating host and contractor employer compliance. CSHOs shall also use the applicable questions in this list to evaluate the employer's compliance with PSM requirements for host and contract employers and their employees.

If there are no contractors working on or adjacent to the selected unit when the team leader is prepared to inspect the contract employers, then the team leader needs to choose an additional PSM-covered process where contractors are known to be working, and inspect those contractors.

- b. If the facility is using temporary workers. i.e., workers supplied to a host employer and paid by a staffing agency:

CSHOs shall determine if there are any workers working on or near a PSM-covered selected unit and exposed to a violative condition are temporary. When VOSH finds a temporary worker exposed to a violative condition, and it is determined that a joint employer situation exists, VOSH may issue citations to either or both of the employers, depending on the specific facts of the case.

9. Compliance Guidelines.

CSHOs may recommend citations for hazardous conditions or violations of VOSH standards or the General Duty Clause found during the inspection, regardless of whether they are specifically addressed in this Directive. Plain view or other hazardous conditions that are not part of the dynamic lists questions may be addressed by CSHOs without expanding the inspection. CSHOs shall document how they identified these hazardous conditions. The intent of this provision is to facilitate the inspection by not requiring a team leader or CSHO to expand an inspection for obvious and plain view hazardous conditions that are identified.

Guidelines for assessing and verifying compliance with PSM standard provisions are provided in the dynamic list. When conducting PSM compliance evaluations of the selected unit:

a. CSHOs shall use the guidance given in the dynamic lists. The dynamic list-based evaluation of this NEP is a gap analysis formatted in a series of questions to facilitate the evaluation of various requirements of the PSM standard. Instructions for using the dynamic lists are provided in the *CSHO Instructions for the Dynamic Lists* contained in the PSM OSHApedia Extranet Website.

b. Expanded Inspection. If, during the course of the evaluation, the Team Leader or CSHO determines that an expanded inspection is warranted, then the Team Leader shall consult with the Regional Director and may expand the inspection to other units or areas.

Reasons for expanding an inspection may include, but are not limited to:

- Deficiencies in the employer's PSM compliance exists outside the selected unit or dynamic list questions; or
- Utilizing the dynamic lists questions, the CSHO identifies pervasive or recurring hazards.

CSHOs shall document the basis for this determination and include the documentation in the case file.

10. Review Inspection History and Abatement.

During the course of the inspection, the CSHO shall review abatement for all PSM citations issued within the previous six years to determine whether the hazard still exists. If a hazard exists, the CSHO shall determine whether there has been a failure to abate in accord with the VOSH FOM, and issue a notice for failure to abate as appropriate.

In cases where a follow-up inspection has been completed since the abatement was in place, it is not necessary for CSHOs to review the abatement.

11. Citations.

Citations for violations shall be issued in accord with the VOSH FOM. The following additional directions shall be used for citations of PSM violations:

- a. The requirements of the PSM standard are intended to eliminate or mitigate catastrophic releases of HHC. The provisions of the standard present closely interrelated requirements, emphasizing the application of management controls when addressing the risks associated with handling or working near HHC.
- b. Any violation of the PSM standard is a condition that is likely to cause death or serious physical harm.
- c. Violations of the PSM standard should **not** normally be classified as “other-than-serious.”

F. Program Evaluation.

This NEP will be evaluated using data collected from case files and follow-up site visit reports submitted by each Regional Director to their CSHOs. The data will be evaluated to determine the impact of VOSH inspections on the reduction of PSM hazardous conditions at each worksite. Each region shall designate an individual who will work with the OCPSEI.

G. Outreach.

OTI, in conjunction with the DEP and the Office of Public Affairs, has developed chemical plant PSM information and training materials. This information has been made available to the Regional Directors for distribution to the Regional Offices and Consultation Program offices. Each Regional Office is encouraged to develop outreach programs that will support its enforcement efforts. OSHA’s Alliance program can assist with the coordination of efforts and reaching out to stakeholders. Suggested outreach products and activities include the following:

1. Letters and news releases announcing the implementation of this Directive.
2. Seminars on chemical plant and refinery process safety topics tailored for specific audiences, such as employers, worker groups, local trade unions, apprentice programs, equipment manufacturers, and material suppliers.
3. Collaboration with VOSH’s cooperative program participants, including Voluntary Protection Programs, Strategic Partnership, and Alliance Program participants, to share success stories and technical information concerning effective means of controlling and reducing or eliminating potential catastrophic releases of HHCs.

H. OSHA Information Systems (OIS) Coding.

The instruction below is for recording inspections under this NEP. Appendix A, *Inspections at PSM Facilities: Type of Inspection Activity and Related Coding*, is a flow chart provided to help CSHOs to determine the proper inspection coding based on the host and contractor employer(s) activities.

Programmed Inspections: When an inspection is initiated because a host employer is targeted for an inspection related to this NEP or the inspection is conducted in conjunction with another programmed inspection, the Inspection Type shall be marked as “Programmed Planned.” “CHEMNEP” shall also be selected from the National Emphasis Programs drop-down menu. All inspections of contractors initiated as a result of host employer programmed inspection(s) will be categorized as programmed-related inspections. The inspection for the contractor must indicate “CHEMNEP” in the national emphasis programs drop-down menu.

Unprogrammed Inspections: If an inspection is initiated due to an unprogrammed activity (fatality, catastrophe, complaint or referral) related to a host employer site, the inspection type of the host employer will be entered as “unprogrammed”, and associated inspection types of contractors will be coded “unprogrammed related.” In addition, “CHEMNEP” shall be selected from the national emphasis programs drop-down menu.

If an inspection is initiated due to an unprogrammed activity related to a contractor employer, then the inspection type of the contractor employer will be entered as “unprogrammed,” and the inspection type of the host employer will be entered as “unprogrammed-related.” In addition, “CHEMNEP” shall be selected from the national emphasis program’s drop-down menu.

In the event that the CSHO is conducting concurrent inspections of host and/or contracted employers, ensure that the related inspections are properly entered into the related activities tab of the Inspection.

“CHEMNEP” will be selected from the national emphasis programs drop-down menu for all follow-up inspections. The previous inspection number will be entered into the related activities tab of the inspection (Previous/Subsequent Inspections). See below:

Previous/Subsequent Inspections

Inspection Number:

For Followup or Monitoring activity, Inspections of the same establishment conducted at the same worksite at an earlier time. In unusual cases, the Followup or Monitoring inspection may be conducted at a different worksite or establishment.

Inspection Number	Previous/Subsequent
109697	Previous Inspection

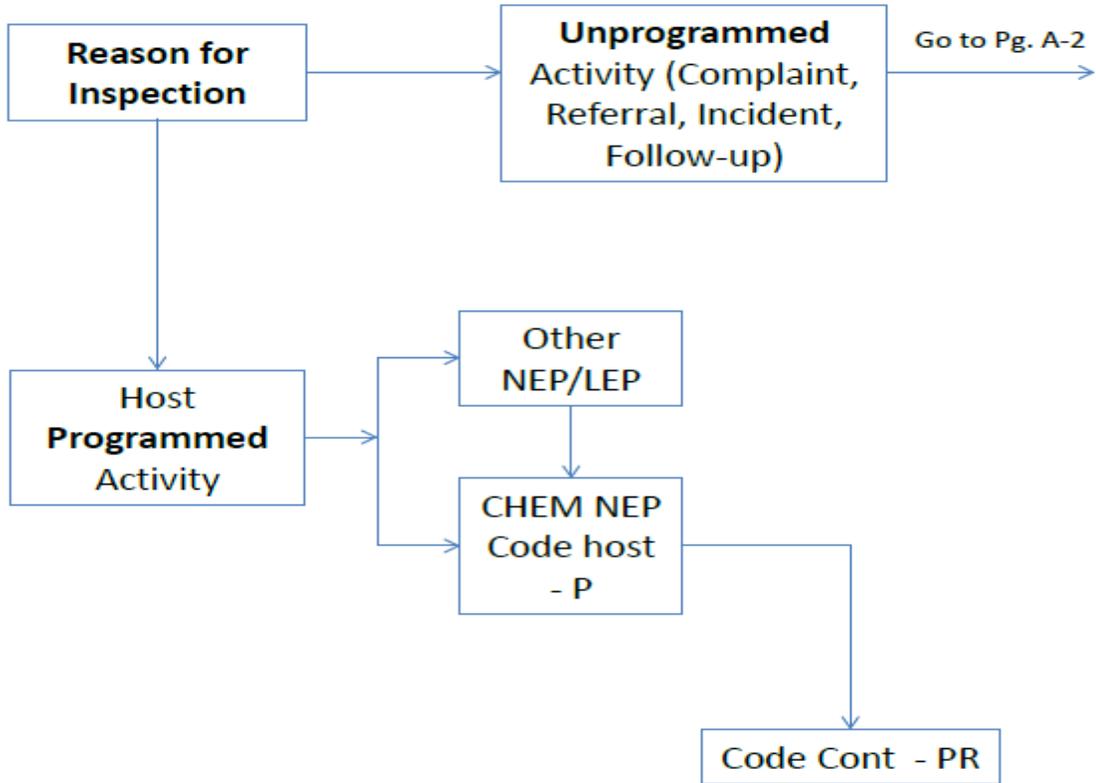
Whenever a consultation visit is made in response to this NEP, Consultation request/visit forms are to be completed and the national emphasis program "CHEMNEP" will be selected in the appropriate form.

I. Consultation.

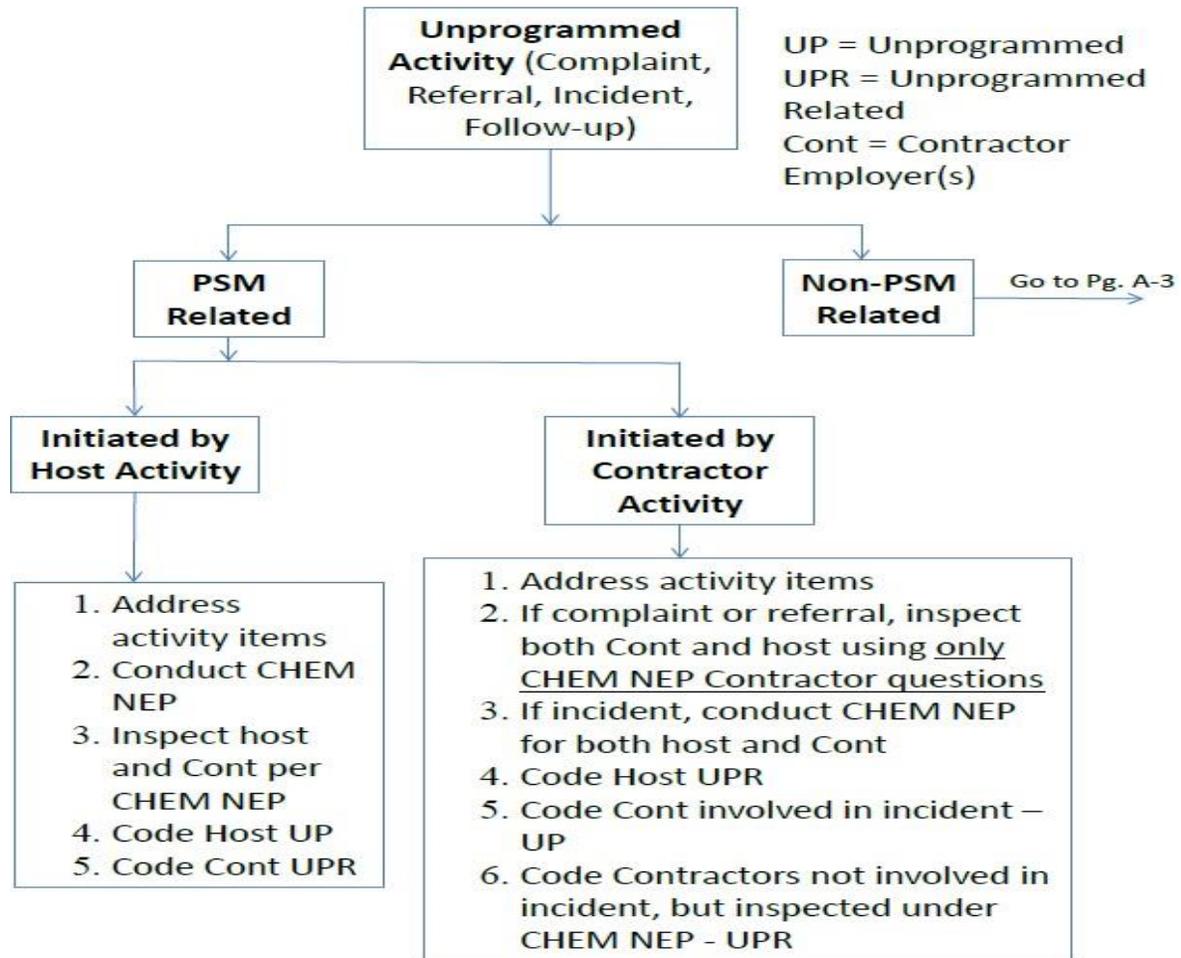
Regional and field offices are encouraged to work with the VOSH Consultation Office to communicate the goals of this NEP. When appropriate, 21(d) Consultation Projects are encouraged to develop and conduct their own outreach activities to address exposures to process safety and other hazards.

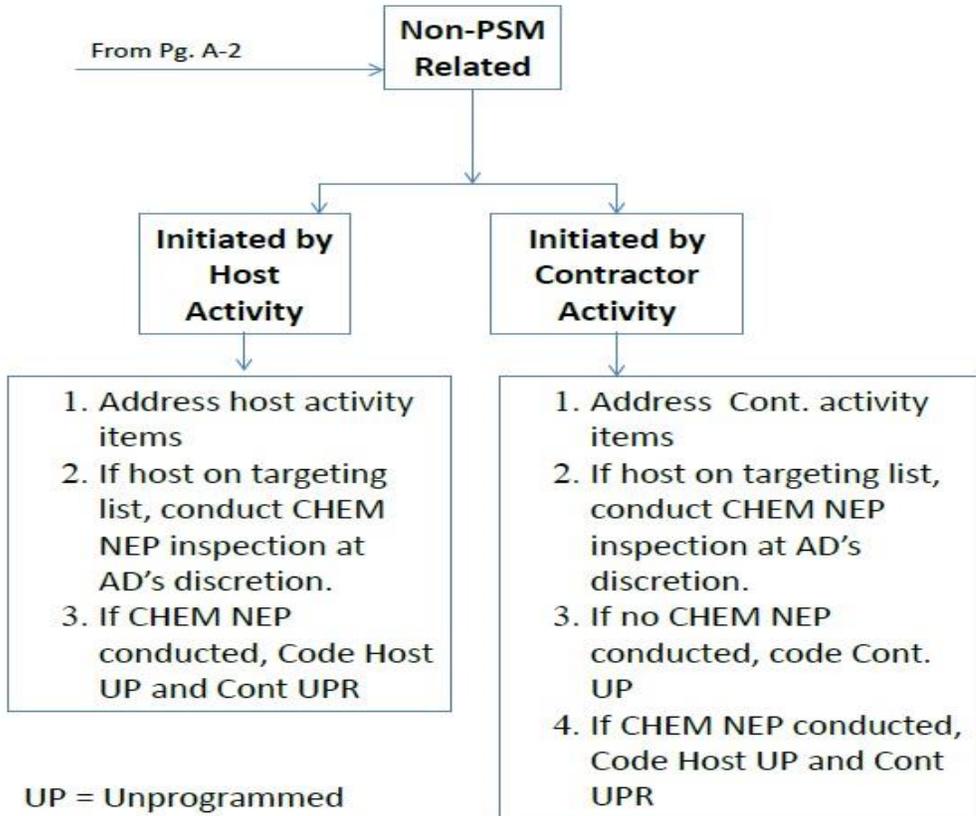
Appendix A

Inspections at PSM Facilities: Type of Inspection Activity and Related Coding Flow Chart



Programmed = P
Programmed Related = PR
Cont = Contractor Employer(s)





UP = Unprogrammed
UPR = Unprogrammed Related
Cont = Contractor Employer(s)